



Information Memorandum

Oregon Department of Human Services

Originating Cluster:

Seniors and People with Disabilities

Authorized by: Elizabeth Lopez, Administrator

Signature

IM Number: SPD-IM-03-082

Date: September 18, 2003

Subject: SPD Provider Payments Unit (formally known as SDSD Provider &
Consumer Services and MH/DD Federal Resources - Personal Care Program)

Applies to (check all that apply):

- | | |
|--|--|
| <input checked="" type="checkbox"/> All DHS employees | <input checked="" type="checkbox"/> County DD Program Managers |
| <input checked="" type="checkbox"/> Area Agencies on Aging | <input checked="" type="checkbox"/> County Mental Health Directors |
| <input type="checkbox"/> Children Adults and Families | <input type="checkbox"/> Health Services |
| <input type="checkbox"/> Community Human Services | <input checked="" type="checkbox"/> Seniors and People with Disabilities |
| <input type="checkbox"/> Other (please specify): _____ | |

Message: The SPD Provider & Consumer Services Unit merged with the Personal Care and Adult Foster Care portion of the MH/DD Federal Resources Program to form the new SPD Provider Payments Unit last year.

This unit is responsible for Client Employed Providers (CEP) and Community Based Care (CBC) including:

- * SPD provider enrollment for provider types AF, HK, IC, LF, NF, PA, RC, RF, RX, SL, SU and VT
- * Adjustments to 512 (AFH, SLF, RCF, & ALF), CEP, and Personal Care payments
- * CBC late pays and forced payments
- * Technical assistance for the 512 payment system
- * Client Pay-In System
- * Replacement of lost provider checks
- * Corrections to provider W2's and 1099's
- * Mental Health (MH) / Developmentally Disabled (DD) Personal Care provider vouchers and payments
- * MH / DD Adult Foster Care payments

Several changes have been made within the Provider Payments Unit to better support the field offices. Please update your Technical Assistance Guide to note:

For SPD provider payment issues, mail to: PO Box 14960, Salem, OR 97309-5045

For MH / DD Personal Care or Foster Care payment issues, mail to: PO Box 14990, Salem, OR 97309-5045

Provider Payments Unit Manager	Michael Bellish	(503) 947-5005
Adjustments, Forcing/Creating Vouchers	Stacey Apodoca	(503) 947-5346
Late Payments, Replacement Checks	Stacey Apodoca	(503) 947-5346
Provider Address Changes	Stakio Sam	(503) 945-5124
Provider Employment Verification	Kami Mulder	(503) 945-6471
Provider Enrollment	Stakio Sam	(503) 947-5124
Returned Provider Checks	Stakio Sam	(503) 947-5124
W2's, 1099's	Reception	(503) 947-5124
MH / DD Adult Foster Care Payments	Linda Wiktorek	(503) 977-5268
MH / DD Personal Care Vouchers/Payments	Janice Palmer	(503) 945-5820
MH / DD Personal Care Vouchers/Payments	Teresa Snook	(503) 947-5427

Fax Number: (503) 947-5357

In-Watts Line: (800) 241-3013

If the individual you need to contact is not available and you need a more timely response, please contact Reception (503) 947-5124. This phone is usually staffed and is checked frequently for messages. Your request will be referred to another individual to assist you.

Additional Provider Payment Resources (not in Provider Payment Unit):

Adult Day Care (AD)	William Forsell	(503) 945-6559
Enhanced Care Facilities (MS)	Lynda Crandall	(503) 945-5918
Home Delivered Meals (HM)	William Forsell	(503) 945-6559
In-Home Agency (IA)	William Forsell	(503) 945-6559
Mental Health Providers (MC)	Karl Reer	(503) 945-9738
Non-Medical Transportation	Sue Stoner	(503) 945-6413
Nursing Homes (#800000 - 80899)	Vivien Van Hatten	(503) 945-5778
Nursing Homes (#800900 - 810000)	Rose Laurente	(503) 945-5779
Nursing Homes (New or ownership changes)	Tricia Zuniga	(503) 945-6397
OHP Providers	1-800-922-7295	or (503) 282-3001
SPD Provider Garnishments	Janet Zook	(503) 945-6695

If you have any questions about this policy, contact:

Contact(s):	Michael Bellish		
Phone:	(503) 945-5005	Fax:	(503) 947-5357
E-mail:	michael.r.bellish@state.or.us		